



Job Description School Nurse

School Section:	Whole School
Reports to:	Director of Health Center
Qualifications:	Bachelor's degree or above
Hours of Work:	Duty shift and on call
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The School Nurse reports to the Director of Health Center for ensuring that the school clinic(s) has safe practices in harmony with the educational philosophy of the school.

The School Nurse is a member of the Student life Department and performs nursing services of acceptable health standards, keeps school health records and attends to emergency treatment of students and employee health problems. The duties and functions are directed toward helping students to be in a condition of holistic well-being so that they may more fully make use of their opportunities for growth through education. The School Nurse is concerned with the maintenance of a good standard of student health, with prevention of accidents and illnesses, and with the first aid treatment of accidents and illnesses that occur while the students are in school.

JOB SPECIFICATION

The School Nurse is expected to:

- Provide the findings of the family physician or other pertinent health data to the school.
- Assist in planning the schedule for school health checks and vaccination, and administer health screening procedures to pupils.
- Prepare a list of students who have special health problems that might require management during the school day.
- Report significant student injuries, accident and illness trends to the school section Principal/Assistant Principal.
- Provide first aid and emergency treatment of all injuries and illness to students and employees.
- Notify parents regarding illness or injury through the maintenance of a database of emergency phone numbers.
- Provide supervision for sick or injured student/s until they are placed under the care of a parent or guardian.



- Arrange to transport sick or injured students or employees to hospital, home doctor's or dentist's office in cases of emergency.
- Cooperate with other school personnel in maintaining a safe and healthy school environment.
- Prepare and maintains up-to-date cumulative health records and record students' visits to the clinic.
- Document and file accident reports.
- Attend meetings with the school administrators and the Student Support Team when required.
- Attend Whole School Nurse meetings as required.
- Support school camping/ Experience Learning Trip (ELP) when required.
- Communicate effectively by telephone and/or letter to parents concerning their child's illness or injuries.
- Communicate with doctors in order to elicit recommendations for children with special health problems.
- Keep inventories, and oversees the storage of first aid and related health supplies and equipment up-to-date.

PERSON SPECIFICATION

The School Nurse is expected to have the following skills, abilities, knowledge and experience:

1. Personal Skills and Abilities

- Demonstrated ability to manage emergency situations
- Ability to establish effective working relationships with staff, students and parents
- Ability to communicate in English both orally and written
- Proficient in MS Office
- Warm personality with strong communication skills.

2. Knowledge and Qualifications

- Active qualifications as a registered nurse
- Knowledge of Medical Clinical
- General knowledge of health service in schools or companies (preferred)

3. Experience

- Previous clinical work experience in a hospital at least one year as a Registered Nurse
- Previous work experience as a nurse in school setting or a multinational company (Preferred)



KEYSTONE ACADEMY

SPECIAL REQUIREMENTS

Eligibility for an active license issued by the State of practice as a Registered professional Nurse or Board certification in a primary care medical specialty.

Keystone

KEYSTONE ACADEMY 北京市鼎石学校

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